

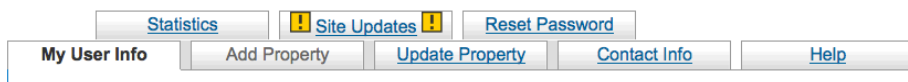
## How to List Properties on NJHRC.gov

### Step 1

Go to [www.NJHRC.gov](http://www.NJHRC.gov), select [List Housing](#) and click [Already Registered? Log In Here.](#)

### Step 2

Enter your username and password. You will see your welcome page.

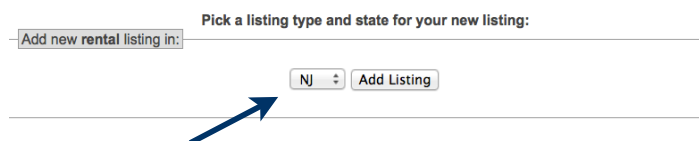


### Step 3

Click the [Add Property](#) tab.

### Step 4

Under "Add new rental listing in:" choose NJ from the drop-down menu, and click the "Add Listing" button.



### Step 5

Choose the city where your property is located.

### Step 6

You will see a listing form. There are **14 required fields** marked with a blue asterisk.  Other fields are optional, but list as much information as possible for more accurate inquiries.

### Listing Notes

- **Street Address Line 1:** Enter the street name and number on this line.
- **Address Line 2** is for apartment or unit numbers or details like "first floor unit."
- **MONTHLY Rent Type** is a required field, but fill in details for only *one* of the rent types. For most properties, this will be "Standard Monthly Rent."
- Fields at the bottom of the form let you type in special comments and describe property features and amenities.
- **Public Contact Information for This Listing:** If you need to add a contact other than yourself, enter the appropriate name and number in the "Add a New Contact" line.

#### TIP

If adding a property in a new complex or multi-unit building, add the name of the complex in the section following the property address (leave BLANK if this does not apply).

This allows you to list the total number of available units or **clone** the unit for easy listing of other bedroom or unit types.

These features can be accessed **after** you have added details for the first unit and clicked the "Click Here to Update Property" button.

### Step 7

Click the "Click Here to Update Property" button to save the information you listed.